

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
DECEMBER 14, 2015

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of December was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, December 14, 2015, followed by the Pledge of Allegiance.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Bernie Buehler, Ryan Hutchinson, Brian Krenz, Dale Williams and Mayor Mike Poellinger. Members absent: None. Also present was City Administrator Bill Waller and City Attorney Skip Wieser.

Mayor Poellinger asked if anyone wished to take action to change the agenda as presented. There were no changes requested.

ITEM 1 – CONSENT AGENDA

At this time, the Mayor read the following items to be considered as part of the Consent Agenda for this regular meeting:

- 1.1 MINUTES – NOVEMBER 23, 2015
- 1.2 BILLS PAYABLE THROUGH DECEMBER 10, 2015
- 1.3 CASH BALANCE/ACTIVITY REPORT – OCTOBER 2015
- 1.4 LIBRARY REPORT – OCTOBER 2015

At the conclusion of the reading of the Consent Agenda, Mayor Poellinger asked if the Council wished to have any of the items removed from the Consent Agenda for further discussion. Member Buehler made a motion, seconded by Member Hutchinson, as follows:

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.1 – MIGHTY DUCK GRANT

Terry Erickson, Pete Hogan and Angie Boettcher reviewed with City Council the Minnesota Amateur Sports Commission's Mighty Ducks grant in the amount of \$30,293 to replace the dehumidification unit at the Community Arena. They reviewed the project, the application process, and the projected utility savings. The

grant will pay 50% of the project costs, with the balance of the project costs being split equally between Lancer Youth Hockey and the City of La Crescent. Information will be presented at a future City Council meeting regarding proposals to furnish and install the new dehumidification unit. It was recommended to City Council to approve entering into a grant agreement with the Minnesota Amateur Sports Commission in order to receive the grant funds. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE ENTERING INTO A GRANT AGREEMENT WITH THE MINNESOTA AMATEUR SPORTS COMMISSION IN ORDER TO RECEIVE THE GRANT FUNDS FOR A NEW DEHUMIDIFICATION UNIT AT THE COMMUNITY ARENA.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.2 – GAMBLING PERMIT APPLICATION

Council reviewed a gambling permit application from the La Crescent Fireman's Relief Association for a raffle to be held on February 19, 2016 at the American Legion Club. City Administrator Waller informed the City Council that the application appears to be in order and recommended approval for the application and authorize that it be forwarded to the Gambling Control Board. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE A GAMBLING PERMIT TO LA CRESCENT FIREMAN'S RELIEF ASSOCIATION FOR A RAFFLE TO BE HELD ON FEBRUARY 19, 2016 AT THE AMERICAN LEGION CLUB AND TO AUTHORIZE THAT IT BE FORWARDED TO THE GAMBLING CONTROL BOARD.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.3 – UPGRADE TELEPHONE SYSTEM

City Administrator Waller reviewed with City Council a proposal from Acentek to upgrade the City's telephone system. The current phones and analog service have been in place since 1998 and due to technology upgrades the current analog phone equipment in City Hall can no longer be supported. It was recommended to City Council to accept the proposal and to amend the general fund budget to reflect the expenditure. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO ACCEPT THE PROPOSAL FROM ACEN TEK TO UPGRADE THE CITY'S TELEPHONE SYSTEM AND TO AMEND THE GENERAL FUND BUDGET TO REFLECT THE EXPENDITURE.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.4 – CREDIT CARD RESOLUTION

The City of La Crescent currently holds a Merchants Bank VISA Card with a credit limit of \$5,000 with 6 cards all having the same number and sharing the \$5,000 limit. Due to advances in credit card security, Merchants Bank is advising the City to migrate to a business credit card platform that would have 6 cards with 6 different numbers allowing the City to issue cards in department names for better tracking. With the current limit, the 6 cards would each have to divide the limit amount allowing for a restrictive \$833.33 limit for each card. It was recommended to increase the overall credit card limit and set an overall "master" limit and then establish individual card limits from there. One other change with the business platform is the available balance won't change until the monthly billing cycle is complete. It was recommended to City Council to increase the overall "master" limit to \$20,000 and set a \$2,000 limit on each of the six cards. Following review and discussion on this information, Member Williams introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 12-15-31

A RESOLUTION AUTHORIZING THE INCREASE OF THE OVERALL "MASTER" LIMIT TO \$20,000.00 AND TO SET A \$2,000.00 LIMIT ON EACH OF THE SIX (6) MERCHANTS BANK VISA CREDIT CARDS FOR THE CITY OF LA CRESCENT DEPARTMENTS

WHEREAS, the City of La Crescent currently has six (6) Merchants Bank VISA credit cards that share a \$5,000.00 credit limit;

WHEREAS, due to advances in credit card security, Merchants Bank is advising the City of La Crescent to migrate to a business credit card platform that would have 6 cards with 6 different numbers allowing the City to issue cards in department names for better tracking;

WHEREAS, with the current limit, the 6 cards would each have to divide the limit amount allowing for a restrictive \$833.33 limit for each card; and

WHEREAS, it is recommended to increase the overall credit card limit and set an overall “master” limit and then establish individual card limits from there.

One other change with the business platform is the available balance won’t change until the monthly billing cycle is complete. It was recommended to City Council to increase the overall “master” limit to \$20,000 and set a \$2,000 limit on each of the six cards.

NOW THEREFORE BE IT RESOLVED, by the La Crescent City Council:

1. That the City of La Crescent hereby authorizes to increase the overall “master” limit to \$20,000.00 and set a \$2,000.00 limit on each of the six Merchant Bank VISA credit cards for the City of La Crescent Departments.

ADOPTED this 14th day of December, 2015.

SIGNED:

Mayor

ATTEST:

City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Member Krenz and upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the resolution duly passed and adopted.

ITEM 3.5 – PLANNING COMMISSION MINUTES – OCTOBER 6, 2015

City Council reviewed the Planning Commission Minutes for the October 6, 2015 Planning Commission meeting. No action taken.

ITEM 3.6 – AGENDA REQUEST FORM

Dave Baumgartner submitted an Agenda Request Form regarding the cross/star issue but he was not in attendance. No action taken.

ITEM 3.7 – 2016 LICENSE RENEWALS

City Council reviewed the proposed license renewals for 2016. The applications appear to be in order and it was recommended to City Council to approve the license applications and authorize that they be forwarded to the State of Minnesota. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2016 FOR THE FOLLOWING AND AUTHORIZE THAT THEY BE FORWARDED TO THE STATE OF MINNESOTA:

**SIMPLE PLEASURES – MASSAGE BUSINESS AND MASSAGE TECHNICIAN
KADDY’S KAFE – SOFT DRINK
RICHARD’S SANITATION – SOLID WASTE
BAUER’S MARKET – SOFT DRINK
MIDWEST TV & APPLIANCE LLC – GAS INSTALLERS
RON HAMMES REFRIGERATION – GAS INSTALLERS
CORKY’S PIZZA – SOFT DRINK
ADVANCED COMFORT SPECIALISTS – GAS INSTALLERS
PUMP 4 LESS - SOFT DRINK, CIGARETTES AND OFF-SALE 3.2 LIQUOR
SOUTHSIDE CORNER - SOFT DRINK AND CIGARETTES**

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.8 – CHAMBER OF COMMERCE REQUEST

City Council reviewed a request from the La Crescent Chamber of Commerce to the City for assistance with tourism postage. This is similar to the request that the City Council approved in previous years. There are funds in the discretionary portion of the City Council general fund budget for this expenditure. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE CONTRIBUTION OF \$1,500.00 FROM THE DISCRETIONARY PORTION OF THE CITY COUNCIL GENERAL FUND BUDGET TO THE LA CRESCENT

CHAMBER OF COMMERCE AS REIMBURSEMENT FOR A PORTION OF THE FUNDS THE CHAMBER HAS SPENT ON TOURISM POSTAGE FOR THE CITY OF LA CRESCENT IN 2015.

Upon a roll call vote taken and tallied by the City Administrator, the following Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Dale Williams	Yes
Mike Poellinger	Yes

Member Brian Krenz abstained from voting. The motion was declared duly carried by a 4-0 vote.

ITEM 3.9 – MEMORIAL BENCH REQUEST

City Council reviewed a request to install a bench at Veterans Park in memory of Josh Xiong. The 48” x 16” granite bench will be ready this Spring. It was recommended to City Council to approve this request. Following discussion, Member Hutchinson made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE REQUEST TO INSTALL A GRANITE BENCH AT VETERANS PARK IN MEMORY OF JOSH XIONG.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.10 – ANNEXATION UPDATE

City Attorney Wieser gave an update to City Council on the annexation of 745 and 749 N 4th Street. The Township has indicated that they do not oppose this annexation and will enter into a Joint Resolution in lieu of a contested case process. The Notice of Intent to Pursue Annexation of these properties will be published in the newspaper and a request for formal adoption by City Council will be made at its January 11, 2016 meeting. No action taken.

It being 5:48 PM, the Council recessed its regular scheduled meeting until 6:00 PM for the Public Meeting.

ITEM 2 – PUBLIC MEETING – 2016 GENERAL FUND BUDGET AND LEVY

It being 6:00 PM, Mayor Poellinger opened the public meeting on the 2016 General Fund Budget and Levy. Administrator Waller gave an overview explaining the budget process. There were questions from Council

Members regarding various budget items. The Mayor then asked if anyone present in the audience wished to make comments. There were no comments. The public meeting was then closed.

Following discussion, Member Hutchinson made a motion, seconded by Member Buehler, as follows:

MOTION TO ADOPT THE 2016 GENERAL FUND BUDGET AS PROPOSED.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Council then reviewed the preliminary levy resolution that the City Council adopted in September of 2015. The proposed 2016 preliminary levy resolution reflects a 4.9% increase. Following review and discussion on this information, Member Buehler introduced the following resolution and moved its passage and adoption:

RESOLUTION 12-15-32

**RESOLUTION MAKING FINAL GENERAL LEVIES FOR
COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE
CALENDAR YEAR 2016**

BE IT RESOLVED by the City Council of the City of La Crescent, Minnesota as follows:

1. It is hereby determined and declared that there shall be and there is hereby levied upon all taxable property within the City for the general purposes of the City, as provided by law, to be collected in the year 2016 as part of the general taxes due and payable in the year 2016 a direct ad valorem tax in the amount of \$1,744,650.00 as provided by State law to be levied and collected in the manner provided by law.
2. Be it also hereby determined and declared that there shall be and there is hereby levied upon taxable property within the City of La Crescent for public library service, a tax in the amount of \$129,035.00 to be collected in the year 2016, as authorized by Minnesota Statutes, Section 134.33 and 134.34.
3. It is hereby found, determined, and declared that the amounts set forth in a column at the right to be levied with taxes to be collected in the calendar year 2016, in conjunction with the various bonds issued and sinking funds described below:

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2016
101	2012	Tax Abatement	\$7,200.00

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2016
325	2011B	G.O. Recreational Facility Bonds	\$213,530.00
322	2009A	G.O. Refunding Bonds	\$107,816.00
324	2011A	G.O. Improvement Bonds	\$34,000.00
326	2013A	G.O. Equipment Certificate	\$145,000.00
		TOTAL DEBT SERVICE LEVY	\$507,546.00

4. Total levy for the City of La Crescent for collection in 2016 is \$2,381,231.00.

ADOPTED this 14th day of December, 2015.

SIGNED:

Mayor

ATTEST:

City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Member Krenz and upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the resolution duly passed and adopted.

The Public Meeting ended at 6:08 PM and City Council resumed the agenda.

ITEM 8 – CHAMBER OF COMMERCE

There was no report from the La Crescent Chamber of Commerce.

There being no further business to come before the Council at this time, Member Krenz made a motion, seconded by Member Hutchinson, to adjourn the meeting. Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:09 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator